

**Aug. 22 - Sept. 1
2008**



TO: Non-Profit Agencies / Organizations & Businesses / Corporations

FROM: Sherie Basin, Special Events Coordinator
Grounds Entertainment & Special Events
Michigan State Fair

DATE: 2008

RE: *Seniors' Day Display Space*

We are planning for the 2008 Michigan State Fair held **Friday, August 22nd - Monday, September 1st. Seniors' Day** is our highest attended Special Event and will be **Monday, August 25th** from 10:00 a.m. - 3:00 p.m. Our program is an outdoor event and will include great Senior Entertainment, a Free Raffle and popular Seniors' Contests.

We are offering two (2) Display Space sizes, 10' x 10' and 3' x 8'. Both Display Spaces include one (1) 3' x 8' table, two (2) chairs, two (2) complimentary admission passes and one (1) B-Lot parking pass. ***Extra tables are available for One Hundred Dollars (\$100) each.*** The 3' x 8' spaces have room for the table and chairs. The 10' x 10' space allows **you to use your own** 10' x 10' Pop-Up Tent / Quick Shade. Display Spaces will be given out by approval of the Michigan State Fair and on a first come first serve basis.

Interested Agencies / Organizations and Businesses / Corporations please complete and return the enclosed application, signed regulations agreement and a check or money order made payable to the "**State of Michigan**", postmarked no later than **Friday, July 25th, 2008**. Late applications will be charged an additional **Ten Dollars (\$10) Late Fee**. Participants will be notified by mail to confirm registration. Packets which include a receipt, map and passes will be mailed by Friday, August 15th, 2008.

At 12:00 noon the Department of Aging will be presenting the "**Senior of the Year**" awards, one for Service and one for Leadership. If your Agency / Organization would like to nominate a senior for one of the awards, applications are available at the 16 Area Agencies on Aging or from Office of Service to the Aging by calling Cindy Albrecht at (517) 335-4016.

If you have any questions regarding the Michigan State Fair Seniors' Day program or would like to donate a raffle prize, please feel free to contact me at (313) 369-8310. Thank you for your interest in the MSF Seniors' Day.



Michigan State Fair

Seniors' Day

Display Space Application

PLEASE TYPE OR PRINT CLEARLY

Contact Person _____ E-mail _____

Agency/Business Name _____

Street Address _____

City/State/Zip _____

Telephone Number (____) _____ Tax Exempt No. _____

Briefly describe materials to be distributed: _____

Please indicate the appropriate size Display Space

Non-Profit Agencies / Organizations

Businesses / Commercials

_____ 3' x 8' (\$125)

_____ 3' x 8' (\$150)

_____ 10' x 10' (\$175)

_____ 10' x 10' (\$200)

PLEASE NOTE:

Non-Profit Agencies / Organizations

must include Tax Exempt Number

Late Applications add (\$10)

The Michigan State Fair has a No Refund policy

Late arriving participants will not be allowed to set-up

Please send application, regulations agreement and a check or money order, made payable to "**State of Michigan**", postmarked no later than **Friday, July 25th, 2008**:

Attn: Special Events

Michigan State Fair

1120 W. State Fair Ave.

Detroit, MI 48203



Michigan State Fair Seniors' Day Display Space Rules & Regulations Agreement

I have applied for a 2008 Michigan State Fair Seniors' Day Display Space. With my signature, my Agency / Organization or Business / Corporation have agreed to abide by the following rules:

1. Will submit an application and registration fee no later than, Friday, July 25th, 2008. If submitted after due date there is a \$10 late fee charged.
2. Will not share Display Space with another Agency / Organization or Business / Corporation.
3. Will not use a Pop-Up / Quick Shade in a 3' x 8' Display Space.
4. Will check-in with Michigan State Fair Staff upon arrival.
5. Will set-up Display Space from 8:00 a.m. - 9:30 a.m. Gates open at 10:00 a.m. sharp.
6. Will be responsible for signage, table skirting and any decorating.
7. Will be allowed to unload vehicle at Seniors' Day location before 9:30 a.m. for morning set-up.
8. Will be provided assistance by MSF staff to breakdown and transport Display Material to vehicle.

I have read, understand and agree to the above rules.

Agency / Organization or Business / Corporation (PLEASE PRINT CLEARLY)

Agency / Organization or Business / Corporation Representative Signature

Date